

Fire Management Administration

Checklist #2

Location:

Date:

Respondent:

Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Code	Description	Remarks
FIRE ADMINISTRATION		
	1. Fire Management Officer (FMO) ensures fire and aviation managers understand their roles, responsibilities, authority and accountability.	
	2. The FMO has attended an interagency fire program management or equivalent course.	
	3. All fire supervisors meet agency training and experience standards.	
	4. A Fire Management Plan (FMP) is implemented that supports agency policy, management objectives, and contains required elements.	
	5. Based on allocated funding level, FMO ensures adequate resources are available to implement the FMP.	
	6. Fire season preparation is completed, including: a) personnel recruitment b) staffing reflects FMP/budget allocations c) delegation of authority is in place d) resource advisors are identified, trained and available for incident assignment. Refer to <u>Resource Advisor's Guide for Wildland Fire</u> PMS 313, NFES 1813, Nov 1996. e) overtime authorizations are completed covering weather warnings, holidays, and special situations.	
	7. A procedure is in place for the take-over and release of incident management teams.	

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	8. Annual fire and aviation preparedness reviews are conducted and documented for all phases of the fire program.	
	9. Unit management/leadership team receives an annual briefing on fire and aviation policies and safety procedures prior to fire season.	
	10. FMO directs or oversees post-fire reviews on a selected number of fires each year and documentation is available.	
	11. Action plans are developed and action items addressed to deal with review findings.	
	12. Detailed preparedness plans are complete and meet agency standards.	
	13. A qualified incident commander is assigned to all incidents commensurate to incident complexity.	
	14. Dispatchers are provided adequate guidance, training, and delegation of authority to ensure timely decisions and communications.	
	15. The FMO ensures national, geographic and local mobilization standards are followed.	
	16. Briefing instructions are developed to ensure all incoming fire personnel are briefed prior to fire and aviation assignments.	
	17. Job hazard analysis for fire and aviation activities are completed and mitigation measures are taken to reduce risk for all personnel.	

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	18. Fire season severity predictions, fire behavior, and fire activity levels are monitored. Appropriate action is taken to make needed adjustments based on fire severity to provide for safe, effective, and efficient fire management actions.	
	19. The following systems are in place and communicated to all unit personnel (web page, email, radio): a) daily awareness of fire activity b) fire danger c) weather forecasts d) live fuel moisture.	
	20. A partnership and integration of the overall fire mission exists between local cooperators & local unit.	
	21. Work, rest, and R&R guidelines are established and procedures are in place for initial attack and extended incidents and communicated to all unit resources.	
	22. Meetings with cooperators to review interagency agreements and MOU's for effectiveness and efficiency are conducted annually and documented.	
	23. Operating plans and MOU's are current, approved and signed.	
	24. Procedures are established with cooperators. Operational responsibilities and authorities are identified in the wildland-urban interface.	
	25. Prescribed fire actions are within approved guidelines. A written, approved burn plan exists for every prescribed fire project.	

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	26. Wildland fire use actions are within approved guidelines, and have written plans that are centrally located and organized.	
	27. FMO participates in periodic site visits to incidents, projects and field stations.	

BUSINESS MANAGEMENT

	28. FMO and staff understand the appropriate use of fire funds and demonstrate fiscal accountability.	
	29. Fire replacement ordering procedures are established. Local procurement personnel are aware of these procedures and regulations.	
	30. Property control/management systems are in place.	
	31. Procurement staff is trained in fire business management and a close and supportive working relationship exists between the offices.	
	32. Fiscal reimbursement procedures are included in MOU's and individuals responsible for the process are aware.	
	33. Trespass fire cost collection process is understood and used.	
	34. Incident business advisors or agency business management contact is identified.	
	35. Fiscal management guidelines are available and followed.	
	36. Severity requests and expenditures are documented and adhere to standards.	